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chronologically starting with the number one. The cells in the first row are A1, B1, C1, and so on.

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Whatever the case may be, Excel ' s sort feature will help you alphabetize any list. Click on the data in the column you want to sort. Then click on the "Data" tab in your toolbar and look for the "Sort" option on the left. If the "A" is on top of the "Z," you can just click on that button once.

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## The Ultimate Guide to Using Microsoft Excel

Open up Microsoft Excel 2007. Each cell in a spreadsheet can hold one of three things:  
A number  
Text (often referred to as a label)  
A formula (which always starts with an = sign). Move the cursor into cell A1 and type

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in the label Multiplying two numbers.

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Excel is an electronic spreadsheet program that is used for storing, organizing and manipulating data. Data is stored in individual cells that are usually organized in

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a series of columns and rows in a worksheet; this collection of columns and rows is referred to as a table. Lifewire / Adrian Mangel

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